

GOVERNMENT OF THE DISTRICT OF COLUMBIA POSITION VACANCY ANNOUNCEMENT

CHILD AND FAMILY SERVICES AGENCY OFFICE OF THE DEPUTY DIRECTOR FOR HUMAN RESOURCES

ANNOUNCEMENT NO:	CFSA-04-J134	POSITION:	SOCIAL WORK PROGRAM MANAGER, MS-185-14
OPENING DATE:	09-29-04	CLOSING DATE:	10-12-04
IF "OPEN UNTIL FILLED" FIRST SCREENING DATE:	_____	SALARY RANGE:	\$73,582 - \$96,008 Per Annum
WORK SITE:	WASHINGTON, D.C.	TOUR OF DUTY:	8:15 A.M. TO 4:45 P.M. Monday – Friday
PROMOTION POTENTIAL:	NONE	AREA OF CONSIDERATION:	UNLIMITED
		NO. OF VACANCIES:	ONE (1)

AGENCY: Child and Family Services Agency (CFSA), ODDPO, PFRA, FRDII

DURATION OF APPOINTMENT: MANAGEMENT SUPERVISORY SERVICE (AT WILL)

"AT WILL" EMPLOYMENT APPLIES TO THE MANAGEMENT SUPERVISORY SERVICE (MSS). ALL POSITIONS AND APPOINTMENTS IN THE MSS SERVE "AT THE PLEASURE OF THE APPOINTING AUTHORITY" AND MAY BE TERMINATED AT ANY TIME WITHOUT CAUSE.

RESIDENCY PREFERENCE AMENDMENT ACT: An applicant for a position in the Management Supervisory Service who is a bona fide resident of the District of Columbia AT THE TIME OF APPLICATION, may claim a hiring preference over a non-resident applicant by completing the D.C. 2000RP, Residency Preference for Employment Form, and submitting it with the D.C. 2000, Application for Employment. To be granted preference, an applicant must: (1) be qualified for the position; and (2) submit a claim form at the time of application. Except for employees entitled by law to preference, preference will not be granted unless the claim is made at the time of application.

BRIEF DESCRIPTION OF DUTIES:

The incumbent assigns, supervises, and monitors the work of professional social work staff directly or through subordinates. Participates in the process of hiring new staff and ensuring that the program staff ratios are maintained at appropriate levels. Guides supervisory staff in the implementation of performance standards; handles disciplinary problems not resolved at lower levels; ensures development of Program's training plan, and guides' subordinate staff in implementing the plan. Meets regularly with first-line supervisors to discuss program progress, share information of mutual concern, advise on or resolve operational problems, receive and discuss reports, make assignments, and solicit or discuss staff recommendation. Interfaces with corresponding management levels within CFSA and other organizational agencies and jurisdictions. Recommends action to be taken on obsolete, outdated, unclear or mission policies and procedures in specific program areas. Drafts or revises policies and procedures based on current changes and complexity of service needs, and provides instruction to clarify or implement existing policies and procedures. Issues general written instructions to meet day-to-day needs of the program. Coordinates work of Program with other agencies. Participated in the review of laws, regulation and guidelines related to program.

QUALIFICATION REQUIREMENTS:

- A Master's Degree in Social Work from a school accredited by the Council of Social Work Education.
- One (1) Year of specialized experience equivalent to at least the next lower grade, which has equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position and that is typically in or related to the work of the position to be filled.
- An Independent Clinical Social Worker License to practice Social Work in the District of Columbia or immediate eligibility (Must attach a copy of License to DC-2000) or immediate eligibility.

SUBMISSION OF RANKING FACTORS

The following ranking factors will be used in the evaluation process. All applicants **MUST** respond to the ranking factors **ON A SEPARATE SHEET OF PAPER**. Please describe specific incidents of sustained achievements from your experience that show evidence of the level at which you meet the ranking factors that have been determined to be of importance for the position for which you are applying. You may refer to any experience, education, training, awards, outside activities, etc., that indicate the degree to which you possess the job-related knowledge, skills, and abilities described in the ranking factors. The information given in response to the ranking factors should be complete and accurate to the best of your knowledge. **FAILURE TO RESPOND TO ALL RANKING FACTORS WILL ELIMINATE YOU FROM CONSIDERATION.**

1. Experience that demonstrates the ability to manage and to direct the day-to-day activities of professional and support staff;
2. Ability to disseminate, interpret, train and guide staff in agency policies and procedures;
3. Knowledge of Federal and District laws, and regulations that govern and affect child welfare services and programs, including foster care, adoptions, protective services and kinship care and congregate care;
4. Thorough knowledge of various methods of program evaluation;
5. Effective interpersonal skills to interact with agency representatives, other staff and the public; and
6. Attention to detail and organizational skills.

Candidates for Social Worker positions will be subject to a background check.

OTHER SIGNIFICANT FACTORS: Pursuant to the Child and Youth, Safety and Health Omnibus Emergency Amendment Act of 2002 and Mayor's Order 90-27 Drug-Free Workplace Act of 1988; the individual selected to fill this position will, as a condition of employment, be required to complete a Drug and Alcohol Test, Criminal Background Check and Child Protection Registry (CPR). Employment with the CFSA is subject to satisfactory findings.

DRUG-FREE WORK PLACE ACT OF 1988: "PURSUANT TO THE REQUIREMENTS OF THE DRUG-FREE WORKPLACE ACT OF 1988, THE INDIVIDUAL SELECTED TO FILL THIS POSITION WILL, AS A CONDITION OF EMPLOYMENT, BE REQUIRED TO NOTIFY HIS OR HER IMMEDIATE SUPERVISOR, IN WRITING, NO LATER THAN FIVE (5) DAYS AFTER CONVICTION OF OR A PLEA OF GUILTY TO A VIOLATION OF ANY CRIMINAL DRUG STATUTE OCCURRING IN THE WORKPLACE."

APPLICATIONS SUBMITTED FOR CONSIDERATION WILL NOT BE RETURNED TO THE APPLICANT, EXCEPT APPLICATIONS RECEIVED OUTSIDE THE AREA OF CONSIDERATION OR AFTER THE CLOSING DATE.

HOW TO APPLY: ALL APPLICANTS, AGENCY EMPLOYEES AND OTHER D.C. GOVERNMENT EMPLOYEES MUST SUBMIT THE DISTRICT OF COLUMBIA GOVERNMENT EMPLOYMENT APPLICATION, DC 2000.

<u>TO APPLY:</u>	<u>MAIL TO:</u>	Child and Family Services Agency Office of the Deputy Director for Human Resources 400 6th Street, SW Washington, DC 20024	<u>WALK-INS:</u>	955 L'Enfant Plaza, 5th Floor Washington, D.C. 20024
	<u>FAX TO:</u>	(202) 727-5750	<u>WEB SITE:</u>	www.cfsa.dc.gov
	<u>EMAIL TO:</u>	cfsajobs@cfsa-dc.org	<u>TELEPHONE:</u>	(202) 724-7373

IN ACCORDANCE WITH THE DC HUMAN RIGHTS ACT OF 1977, AS AMENDED, DC CODE SECTION 2.1401.01 et seq., ("THE ACT") THE DISTRICT OF COLUMBIA DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, AGE, MARITAL STATUS, PERSONAL APPEARANCE, SEXUAL ORIENTATION, FAMILIAL STATUS, FAMILY RESPONSIBILITIES, MATRICULATION, POLITICAL AFFILIATION, DISABILITY, SOURCE OF INCOME, OR PLACE OF RESIDENCE OR BUSINESS. DISCRIMINATION IN VIOLATION OF THE ACT WILL NOT BE TOLERATED. VIOLATORS WILL BE SUBJECT TO DISCIPLINARY ACTION.

SALARY REDUCTION OF REEMPLOYED ANNUITANTS: An individual selected for employment in the District government on or after January 1, 1980, who is receiving an annuity under any District government civilian retirement system, shall have his or her pay reduced by the amount of annuity allocable to the period of employment.

OFFICIAL JOB OFFERS ARE MADE ONLY BY THE OFFICE OF THE DEPUTY DIRECTOR FOR HUMAN RESOURCES
